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AUTHOR McClurg, Ronald B.
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ABSTRACT

An analysis of survey responses from a sample of respiratory therapists on competency characteristics for their occupation is presented in this document. (Respiratory therapist is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

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Ronald B. McClurg, Ph.D.

Des Moines Area Community College

2006 Ankeny Boulevard

Ankeny, Iowa 50021

Common Intra-Cluster Competencies Needed in Selected
Occupational Clusters

Supplemental Volume XVII: Respiratory Therapist

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Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracuster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=___.

Those characteristics include:

1. Competencies reported by respondents -

The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by RESPIRATORY THERAPIST (by percent) N=28

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
1. Seek guidance to improve performance in patient care.	90	33	67	50	0	50	56	0	44
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	93	71	29	7	36	57	84	8	8
3. Orient new personnel to unit facilities, routines and other personnel.	60	33	67	0	0	100	17	33	50
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	93	64	36	29	21	50	62	31	7
5. Practice established routines and policies of the health care facility.	80	63	37	75	0	25	63	0	37
6. Supervise subordinates within the health care facility.	60	60	40	100	0	0	90	0	10
7. Give "on the job" instruction.	70	86	14	0	14	86	14	43	43
8. Advise staff concerning medical jurisprudence.	53	50	50	25	13	62	74	13	13
9. Develop criteria for the selection of records for review and retention.	*								
10. Establish work priorities and schedule work assignments.	80	58	42	75	17	8	9	9	82

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
11. Identify operational deficiencies and recommend corrections.	60	33	67	17	33	50	50	17	33
12. Evaluate subordinate employee performance.	67	50	50	36	19	45	60	0	40
13. Develop job description.	30	0	100	0	0	100	100	0	0
14. Consult with health professionals on purchasing/constructing/using special appliances.	67	60	40	20	0	80	50	30	20
15. Interview/evaluate/hire prospective personnel.	*								
16. Maintain standards of employees' personal hygiene as related to job performance.	60	44	56	22	22	56	25	13	62
17. Insure that all subordinates are on duty.	40	0	100	25	0	75	50	25	25
18. Attend and participate in staff meetings.	60	44	56	11	22	67	33	0	67
19. Develop policies and establish departmental procedures.	60	17	83	17	0	83	66	17	17
20. Inform personnel of new or changed policies and procedures.	60	67	33	23	33	44	38	0	62
21. Provide liaison between doctor and other professional associates.	70	57	43	57	0	43	43	14	43
22. Review and approve employee's payroll time and salary.	60	44	56	12	44	44	43	0	57

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
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23. Coordinate work schedules with other departments.	30	33	67	67	0	33	67	33	0
24. Teach special procedures to department members/ students/health care professionals.	87	77	23	23	8	69	58	17	25
25. Teach safety techniques as needed.	70	86	14	29	0	71	29	14	57
26. Develop hospital disaster plan.	40	50	50	33	0	67	67	0	33
27. Inform personnel of potential hazards in their working areas.	60	50	50	17	0	83	50	17	33
28. Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.	67	40	60	60	0	40	60	0	40
29. Represent the department and facility at community meetings.	*								
30. Attend meetings and participate in community activities related to doctor's practice.	27	75	25	33	0	67	67	0	33
32. Assist in the orientation of volunteers, students, and new staff.	73	64	36	9	18	73	20	30	50
33. Recommend materials to be used in training volunteers.	*								
34. Train volunteers in specific techniques.	33	100	0	20	0	80	40	20	40

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35. Participate in public relation activities as directed.	*								
36. Conduct tours of facilities.	47	71	29	14	0	86	13	63	24
37. Obtain and deliver supplies for patient's entertainment or recreation.	*								
38. Inventory, sign for, and place patient's personal possessions in safe place.	*								
39. Assist patient with personal hygiene and grooming.	40	50	50	25	0	75	50	25	25
40. Assist patient in and out of bed.	53	100	0	38	38	24	14	57	29
41. Assist patient in walking.	70	71	29	43	0	57	43	14	43
42. Transport patient on stretcher/wheelchair.	60	100	0	22	11	67	0	63	37
46. Assist in resolving patient complaints.	80	50	50	17	17	66	36	9	55
47. Obtain signature on various patient/family consent forms.	*								
48. Teach patient/family preventative general health care.	47	71	29	29	29	42	71	14	15
50. Assist patient in active/passive exercise.	47	71	29	14	29	57	86	0	14

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51. Obtain information from patient/family.	50	40	60	20	0	80	20	20	60
52. Orient patient/family to health care facility.	*								
53. Receive patient, explain tests and procedures to them and allay their fears.	80	37	63	63	0	37	25	13	62
54. Attend to patient's comfort before, during, and after examination/tests/treatment.	67	100	0	80	0	20	44	12	44
55. Aid patient in completing insurance forms.	*								
56. Explain post-operative instructions to patient.	40	83	17	66	17	17	83	0	17
57. Explain fees to patient.	*								
58. Assist patient in planning for health care facility.	*								
59. Administer manual massage.	40	100	0	25	0	75	25	25	50
60. Explain therapy procedures in lay terms.	93	71	29	79	14	7	46	16	38
61. Explain follow-up services to patient.	50	20	80	40	20	40	20	40	40
62. Help patient develop positive attitudes toward their illness/confinement.	60	67	33	78	22	0	37	13	50

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63. Assist in establishing a comfortable relationship between the patient and the health care professional.	90	22	78	67	0	33	20	10	70
64. Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	87	54	46	85	15	0	58	0	42
65. Interpret patient's signs, symptoms, behavior, etc.	90	33	67	78	0	22	74	13	13
66. Identify strengths/weakness of care plan.	33	60	40	100	0	0	80	0	20
67. Observe patient's general physical condition, appearance, and behavior.	90	56	44	78	0	22	67	11	22
69. Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	70	43	57	71	0	29	57	15	28
71. Follow established admitting procedures.	30	67	33	67	0	33	0	33	67
72. Maintain a use record on special equipment.	87	69	31	77	15	8	33	17	50
74. Maintain appointment control.	40	33	67	100	0	0	17	0	83
75. Complete insurance forms.	*								
77. Schedule patient treatment sessions.	60	50	50	83	0	17	33	33	33

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78. Maintain record of all requests for patient information.	33	80	20	80	0	20	60	20	20
79. Obtain charts of patients for whom information is requested.	60	50	50	50	0	50	17	33	50
80. Prepare patient record folder (chart).	27	75	25	75	0	25	0	25	75
82. Sort/file/organize documents, certificates, patient records, etc.	33	80	20	100	0	0	40	40	20
85. Maintain and prepare productivity reports.	30	0	30	0	33	67	0	100	0
87. Prepare daily census.	*								
89. Process mail and correspondence (both incoming and outgoing).	30	33	67	33	0	67	0	67	33
90. Process payroll time cards.	47	71	29	14	57	29	29	57	14
91. Prepare requests for vacation/sick leave.	*								
92. Prepare requisitions.	80	67	33	50	42	8	28	36	36
93. Handle telephone calls.	80	50	50	71	0	29	0	25	75
95. Prepare correspondence/report/summary (not forms).	40	25	75	50	25	25	0	50	50

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99. Record patient's medical/dental history.	*								
101. Record nursing care.	60	50	50	67	0	33	33	50	17
102. Check/maintain charting of treatments and medications, procedures, orders, observations.	73	55	45	100	0	0	50	10	40
103. Maintain personal information card index on each patient.	60	50	50	67	0	33	17	33	50
104. Gather data to complete reports for government agencies.	*								
105. Receive and organize handling of medication samples.	40	25	75	50	0	50	75	0	25
107. Operate office business machines.	*								
108. Initiate and maintain a medical record file for patients.	*								
111. Maintain catalogs of supplies and equipment.	40	75	25	25	50	25	0	25	75
112. Prepare statistical reports in regard to patient visits and procedures.	*								
113. Maintain a fee schedule for services.	50	40	60	60	20	20	20	40	40

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115. Follow established procedure in filing incident reports.	50	80	20	50	0	50	20	20	60
118. Receive and record physician's verbal orders.	80	42	58	67	0	33	55	0	45
119. Transcribe physician's orders.	40	25	75	25	0	75	50	25	25
120. Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	33	80	20	40	20	40	40	20	40
121. Apply restraints.	40	75	25	25	0	75	25	25	50
122. Adjust side rails and height of bed.	47	86	14	57	14	29	17	66	17
123. Open sterile packages and packs.	80	88	12	12	0	88	13	50	37
125. Use overbed cradles.	*								
127. Use footboards.	*								
128. Turn and place patient in correct body alignment.	40	100	0	50	17	33	50	17	33
129. Use sheepskins, lambswool pads.	40	50	50	25	25	50	0	50	50
131. Use trochanter rolls, sandbags.	30	33	67	0	33	67	33	33	33

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132. Teach patient, family, staff the relation of rehabilitation activities to daily living.	47	71	29	14	43	43	57	14	29
133. Use air rings, doughnuts.	30	33	67	0	33	67	33	33	33
145. Prepare injections using measured/sterilized dose.	40	100	0	75	0	25	50	25	25
146. Set up instruments for operation in vitro/vivo studies.	*								
147. Make simple dose calculations for in vitro/vivo examinations.	*								
148. Accumulate and process data for doctor's interpretation.	27	100	0	75	0	25	50	0	50
151. Evaluate adequacy of work space.	30	0	100	0	0	100	33	33	33
153. Receive specimen from patient, record pertinent data on container, and place in proper storage.	50	60	40	20	60	20	17	50	33
155. Improvise or modify equipment for special requirements.	70	71	29	29	0	71	43	14	43
160. Perform preliminary interpretations of observations for doctor.	33	60	40	60	40	0	40	0	60

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163. Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	90	100	0	44	12	44	44	23	33
165. Know the function of and be able to apply this knowledge to the use of special beds and frames.	30	100	0	100	0	0	100	0	0
221. Prepare statistical reports.	60	50	50	17	17	66	17	50	33
225. Check records (charts) for deficiencies.	*								
228. Prepare deficiency check-off lists.	*								
230. Abstract information from record (including medical audit).	*								
232. Notify physicians concerning incomplete records.	*								
236. Maintain daily production record.	33	80	20	80	0	20	0	80	20
237. Recommend policies for departmental functions.	40	25	75	25	0	75	50	25	25
279. Operate audiovisual equipment, e.g., projector, recorder, etc.	*								
404. Exercise precautions in administering and handling potentially dangerous agents.	*								

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
406. Apply and remove braces.	*								
411. Connect catheters and tubing to drainage.	*								
412. Check and maintain drainage tubing with/without suction.	*								
415. Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	40	50	50	50	0	50	50	25	25
418. Give oral medications.	*								
419. Do cultures (nose, throat, wound).	*								
420. Assist personnel in giving nursing care.	*								
425. Perform bio-chemical tests (e.g., glucose, protein, etc.) using paper strips or tablet.	*								
428. Obtain blood specimen from capillary.	27	100	0	0	25	75	50	50	0
429. Obtain blood specimen from vein.	*								
433. Perform erythrocyte sedimentation rate (SED RATE).	*								
443. Use sterilization color indicators to test sterilizer.	*								

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
444. Handle and store sterilized material to prevent contamination.	*								
445. Assist physician during EKG test.	*								
446. Monitor EKG graph for abnormal or erratic tracings.	27	25	75	50	25	25	100	0	0
447. Mount EKG graph on card.	40	100	0	50	25	25	50	25	25
451. Administer heat, electrotherapy, light and ultrasonic treatment.	30	33	67	67	0	33	67	0	33
452. Describe the nature of patient's illness or injury.	*								
508. Perform ph tests.	*								
524. Perform carbon monoxide/carbon dioxide determinations.	*								
540. Perform blood oxygen tests.	*								
569. Select activities for treatment plan based on client preferences.	*								
570. Prepare materials for therapy sessions in advance.	27	100	0	100	0	0	25	25	50

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
572. Evaluate progress of client during treatment sessions.	33	60	40	100	0	0	60	0	40
581. Modify, adjust or fabricate body supports or controls as needed and as directed.	30	33	67	0	0	100	0	33	67
583. Provide problem solving situations in use of prosthetic device.	*								
585. Recommend other therapies to client as needs arise.	*								
586. Review patient's clinical history.	47	57	43	100	0	0	57	0	43
595. Assist with cerebral angiograms, bronchiograms, arthrograms, hysterosalpingograms.	*								
604. Operate treatment (IPPB) respirators.	93	93	7	100	0	0	73	7	20
605. Operate assister/controller respirators.	70	57	43	57	0	43	71	0	29
606. Operate aerosol generators (steam vaporizer type, bubble type, jet type).	87	92	8	92	0	8	77	8	15
607. Operate humidifiers (nebulizer, centrifuge, ultrasonic).	60	50	50	50	0	50	67	0	33
608. Administer oxygen by mask, tent, nasal devices, incubator.	93	100	0	100	0	0	79	7	14

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		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
609. Operate CO ₂ rebreathers.	60	50	50	33	0	67	66	17	17
610. Perform artificial respiration.	93	100	0	50	14	36	64	22	14
611. Give tracheotomy care.	70	43	57	14	0	86	43	43	14
612. Perform chest physiotherapy.	87	100	0	71	8	21	71	8	21
613. Use mixed gases in treatments.	70	57	43	57	0	43	43	43	14
614. Use bronchodilators as directed.	93	64	36	93	0	7	74	0	21
615. Use detergents as directed.	50	40	60	40	0	60	80	0	20
616. Use mucolytics as directed.	93	64	36	93	7	0	79	0	21
617. Use proteolytic enzymes.	40	50	50	25	0	75	100	0	0
618. Use antifoam agents as directed.	93	64	36	64	0	36	79	0	21
619. Use hypothermic techniques.	*								
620. Alter respirator settings on basis of observations.	93	71	29	58	21	21	79	0	21
621. Mix and measure drug doses.	60	67	33	67	0	33	66	17	17
622. Recognize expected reactions to treatment.	87	54	46	85	0	15	85	0	15

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623. Recognize complications of adverse reactions to treatments.	100	20	80	60	0	40	70	10	20
624. Minimize hazards throughout the health care facility.	80	58	42	64	9	27	42	8	50
625. Arrange equipment for convenient and safe use.	90	67	33	67	0	33	33	33	33
627. Accurately measure body temperature and read clinical thermometer for oral, rectal and axillary temperature.	50	60	40	60	0	40	20	20	60
629. Instill solutions into eye, ear, nose.	30	67	33	33	0	67	0	33	67
630. Prepare medications.	47	71	29	100	0	0	86	0	14
631. Read cardiac monitors.	80	37	63	50	0	50	75	0	25
632. Read fetal monitors.	*								
633. Understands cause and prevention of decubiti.	30	0	100	67	0	33	33	33	33
634. Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	80	50	50	17	0	83	25	50	25
635. Has an understanding of fire prevention and control.	80	13	87	63	0	37	37	26	37

<u>Competency</u>	<u>Practice Rate</u>	<u>Type</u>		<u>Use Frequency</u>			<u>Training Needed</u>		
		<u>S</u>	<u>U</u>	<u>D</u>	<u>W</u>	<u>M</u>	<u>I</u>	<u>D</u>	<u>E</u>
636. Implement home treatment plan by visiting patient at home.	27	100	0	0	50	50	50	25	25
637. Introduce patient to activities appropriate to his capabilities.	30	0	100	67	0	33	33	33	33
638. Help patient make contacts with various agencies within the community.	*								
639. Guide patient in use of prosthetic devices.	30	0	100	0	0	100	67	0	33
641. Instruct patient about available self-help devices.	*								
643. Teach inhalation therapy procedures to patients.	70	57	43	71	0	29	43	57	0
644. Check patients with respiratory problems for open airways.	80	100	0	55	11	44	66	17	17
645. Immediately report deviations of patient's vital signs from the normal.	60	33	67	67	0	33	33	33	33
646. Follow procedures in care of isolated patients.	67	70	30	33	23	44	60	20	20
647. Instruct patient with regard to collection of specimen (fecal, urine, eye, nose, throat).	60	83	17	33	33	33	17	66	17

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648. Prepare, instruct and assist patient during EKG test.	53	100	0	37	13	50	50	37	13
649. Give instructions to patient regarding medication.	60	50	50	33	17	50	50	0	50
650. Persuade and motivate patients to participate in therapy sessions.	73	55	45	55	18	27	55	0	45
651. Direct patient to project completion by praise and encouragement.	70	43	57	71	0	29	14	43	43
652. Teach patient to perform activity by instructing and demonstrating.	67	70	30	60	10	30	40	20	40
653. Adapt teaching techniques to capabilities of patient.	50	40	60	80	0	20	60	0	40
663. Select appropriate home care technique for each patient.	*								
667. Suction patient's nose/throat passage.	80	100	0	63	0	37	25	37	38
669. Perform superficial/specialized examination of patient.	40	100	0	50	0	50	25	25	50
670. Abstract simple data from patient's chart.	27	75	25	100	0	0	25	0	75
671. Position, gown/drape patient.	30	100	0	100	0	0	0	0	100

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672. Prep patient using correct procedures and solutions.	*								
675. Teach patients exercise programs.	50	40	60	40	20	40	60	20	20
679. Assist with the administration of local anesthetics.	*								
685. Dispense medications when ordered by health professional.	30	67	33	67	0	33	100	0	0
688. Deliver/remove equipment/supplies from contaminated room.	*								
689. Dispose of contaminated materials and equipment.	60	100	0	33	0	67	0	50	50
692. Clean and maintain service area and equipment, within area of responsibility.	67	100	0	90	10	0	29	44	57
693. Order/inventory and store equipment and supplies.	50	60	40	20	40	40	20	60	20
695. Verify performance of instruments/devices against manufacturer's specifications.	*								
696. Determine if equipment needs repair.	60	67	33	78	11	11	13	0	87

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697. Schedule/perform maintenance on equipment.	40	100	0	25	25	50	25	50	25
700. Inventory radiopharmaceuticals and materials.	*								
702. Clean, sharpen and maintain instruments/ equipment as required.	27	100	0	50	25	25	0	50	50
703. Control contractual services for maintenance of equipment/facilities.	*								
705. Establish and maintain chain of antisepsis.	40	75	25	75	0	25	50	25	25
706. Prepare instruments for sterilization (chemical, autoclaving, dry heat).	40	100	0	83	0	17	0	67	33
707. Sterilize instruments (chemical, autoclaving, dry heat).	70	100	0	57	14	29	29	29	42
708. Inspect all areas and rooms for proper house- keeping, temperature, and adequate supplies.	*								
711. Check and record temperatures of appliances/ equipment.	30	67	33	33	0	67	33	33	33
712. Store/dispose of used blood containers and pilot tubes.	*								
713. Check invoices against purchase orders.	60	50	50	0	33	67	17	50	33

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714. Organize storage areas for equipment, supplies, drugs.	47	100	0	42	29	29	17	17	66
715. Evaluate the effectiveness of sanitizing chemicals and sprays used.	30	33	67	33	33	33	67	0	33
718. Evaluate and select odor controlling aerosols.	*								
719. Follow procedures for control and security of medical supplies, drugs, equipment.	30	67	33	67	0	33	33	33	33